

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558

Complete this form to request bottled drinking water services for your department from the university's strategic partner Nestle Waters North America. **Email this form to the Stephen Lee, Nestle Waters Representative, at stephen.lee@waters.nestle.com.** The Nestle Waters Representative will communicate to the ProCard Cardholder with account and service information. Bottled water service will be automatically charged to your department [ProCard](#)¹ each month.

Questions about service and billing, please contact Nestle Waters, phone: 408-690-9676 or email: stephen.lee@waters.nestle.com. The campus contact is FinanceConnect phone: 408-924-1558 or email: financeconnect@sjsu.edu

I. Department Information

a. Department Name: _____	Extended Zip: _____
b. Delivery Location (Building and Room): _____	Department ID: _____

II. Water Service Information

a. Action Request:	New	Update*	Terminate Service/Close Account
*If update, explain: _____			
b. Number of people using water:	_____		
c. Select Size of Water Bottle:	3 Gallon Bottles	5 Gallon Bottles	
d. Select Type of Dispenser:	Hot/Cold	Room Temperature/Cold	

III. Billing Information

a. ProCard No.: _____	CSV ² : _____	Exp. Date: _____ / _____
b. Cardholder Name: _____		
c. Email: _____	Phone (direct number): _____	
e. Cardholder Signature: _____		

For Nestle Waters Use Only

Customer Account Number: _____	Date Processed: _____
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¹ <https://www.sjsu.edu/fabs/services/p2p/pay/procard.php>

² A 3-digit number located on the back of card.